

SGCG COORDINATOR CHECKLIST

Responsibilities

The SGCG Coordinator should only be assigned when the SGC Group is activated. The SGC Group Coordinator serves as a facilitator to multi-agency decision making. The position provides expertise in obtaining and summarizing multi-agency information to affect collective decisions at the SGC Group level and implementing agencies' priorities.

Activation Phase Actions

- ☐ Determine appropriate level of activation based on situation as known.
- ☐ Mobilize appropriate personnel for the initial activation of the SGCG.
- ☐ Respond immediately to SGCG meeting site and determine operational status.

Operational Phase Actions

- ☐ Ensures SGC Group decisions are communicated and implemented through established dispatch ordering channels.
- ☐ Arranges for and manages facilities and equipment necessary to support the SGC Group function.
- ☐ Serves as the point of contact for State Agency Directors.
- ☐ Facilitates the SGC Group decision process by ensuring the analysis and display of information that will assist the SGC Group or their representatives in keeping abreast of the total situation. Provides the data necessary for astute priority setting, allocation of resources, and other collective decisions.

Deactivation Phase Actions

- ☐ Ensure that any open actions not yet completed will be handled after deactivation.
- ☐ Ensure that all required forms or reports are completed prior to deactivation.
- ☐ Be prepared to provide input to the after action report.
- ☐ Deactivate the SGCG at the designated time, as appropriate.

SECC INCIDENT COMMANDER CHECKLIST

Responsibilities

The SECC Incident Commander (SECC IC) is responsible management and overall direction of the SECC. Establish the appropriate staffing level for the SECC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required. Exercise overall management responsibility for the coordination of the State's response to assist local agencies. In conjunction with the General Staff, set priorities for response and recovery efforts and ensure that all SECC actions are accomplished within the priorities established.

Activation Phase Actions

- ☐ Determine appropriate level of activation based on situation as known.
- ☐ Mobilize appropriate personnel for the initial activation of the SECC.
- ☐ Respond immediately to SECC site and determine operational status.
- ☐ Obtain briefing from Duty Officer.
- ☐ Ensure that the SECC is properly set up and ready for operations.
- ☐ Ensure that an SECC check-in procedure is established immediately.
- ☐ Ensure that an SECC organization and staffing chart is posted and completed.
- ☐ Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required:
 - Operations Section Chief
 - Plans/Intelligence Section Chief
 - Logistics Section Chief
 - Finance/Administration Chief
- ☐ Determine which Command Staff positions are required and ensure they are filled as soon as possible:
 - Public Information Officer
 - Liaison Officer
- ☐ Ensure that telephone and/or radio communications within the SECC and to the Local government emergency response agencies are established and functioning.
- ☐ Schedule the initial Action Planning meeting.
- ☐ Establish an SECC schedule and time line.
- ☐ Confer with the General Staff to determine what representation is needed at the SECC from the Counties, Special Districts, and other emergency response agencies.

Operational Phase Actions

- ☐ Monitor Command and General staff activities to ensure that all appropriate actions are being taken.
- ☐ In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- ☐ Ensure that the Liaison Officer is providing for and maintaining interagency coordination.
- ☐ Based on current status reports, establish initial objectives for the SECC.

- ☐ Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Command Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. Ensure that the meeting is facilitated appropriately by the Plans/Intelligence Chief.
- ☐ In conjunction with the Command and General Staffs:
 - Establish priorities of the various incidents.
 - Establish critical resources needed throughout the state.
 - Establish priority use for critical resources.
- ☐ Once the Action Plan is completed by the Plans/Intelligence Chief, review, approve and authorize its implementation.
- ☐ Conduct periodic briefings with the Command and General Staff to ensure strategic objectives are current and appropriate.
- ☐ Conduct regular briefings for the Governor or their representatives.
- ☐ Handle or elevate to the SGC Group, political issues that are elevated to the SECC level.
- ☐ Draft Emergency Proclamations for the State and ensure filing of local government proclamations, as appropriate.
- ☐ Provide situation reports to Federal, State, local and private partners.
- ☐ Approve requests for critical resources.
- ☐ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Authorize deactivation of sections, branches and units when they are no longer required.
- ☐ Notify the Local Government EOC's, emergency response agencies, and other appropriate organizations of the expected planned deactivation time.
- ☐ Ensure that any open actions not yet completed will be handled after deactivation.
- ☐ Ensure that all required forms or reports are completed prior to deactivation.
- ☐ Be prepared to provide input to the after action report.
- ☐ Deactivate the SECC at the designated time, as appropriate.
- ☐ Proclaim termination of the emergency and proceed with recovery operations.

Public Information Officer Checklist

Responsibilities

The Public Information Officer is responsible for developing and releasing information about the incident or event to the news media, to SECC personnel, and to other appropriate agencies and organizations. Serves as the lead Public Information Officer for all media releases for the SECC. Ensures the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information. Coordinates media releases with Public Information Officers representing other affected emergency response agencies. Activates the Joint Information Center, as required. Organizes the format for press conferences, in conjunction with the SECC IC. Maintains a positive relationship with the media representatives.

Activation Phase Actions

- ☐ Follow Common Responsibilities Activation Phase Checklists.
- ☐ Determine staffing requirements and make required personnel assignments for the Public Information or JIC, as necessary.

Operational Phase Actions

- ☐ Obtain policy guidance from the SECC IC with regard to media releases.
- ☐ Contact and coordinate with local jurisdictions to coordinate public information activities.
- ☐ Keep the SECC IC advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- ☐ Coordinate with the Command and general staff and identify method for obtaining and verifying significant information as it is developed.
- ☐ Develop and publish a media-briefing schedule, to include location, format and preparation and distribution of hand-out materials.
- ☐ Implement and maintain an overall information release program.
- ☐ Establish a Joint Information Center, providing necessary space, materials, etc. as required.
- ☐ Maintain up-to-date status boards and other references at the Joint Information Center (JIC). Provide adequate staff to answer questions from members of the media.
- ☐ Interact with other EOC=s within the affected area to provide and obtain information relative to public information operations.
- ☐ Arrange for tours and other interviews or briefings that may be required. Obtain SECC IC's approval prior to media tours of the SECC.
- ☐ In coordination with other SECC Sections and as approved by the SECC IC, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- ☐ At the request of the SECC IC, prepare media briefings for the Governor and his/her cabinet and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- ☐ Ensure that a rumor control function is established to correct false or erroneous information.
- ☐ Provide sufficient staffing and telephones to efficiently handle incoming media and public calls.
- ☐ Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services and recovery information, etc.

- ☐ Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired, etc.).
- ☐ Monitor broadcast media, and develop follow-up news releases and rumor control.
- ☐ Ensure that file copies are maintained of all information released.
- ☐ Provide copies of all releases to the SECC IC.
- ☐ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow generic Deactivation Phase Checklist.

Liaison Officer Checklist

Responsibilities

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer is an individual assigned to work with Federal, State and volunteer agencies interfacing with the SECC. The Liaison Officer would be filled for an event where multiple agencies would be involved. Assistants may represent assisting agencies or jurisdictions. Oversee all liaison activities, including coordinating outside agency representatives assigned to the SECC and handling requests from other SECC's for agency representatives. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.

Activation Phase Actions

- ☐ Follow Common Responsibilities Activation Checklist.
- ☐ Obtain briefing from SECC IC.

Operational Phase Actions

- ☐ Contact Agency Representatives already on-site, ensuring that they:
 - ✧ Have signed into the SECC,
 - ✧ Understand their assigned functions,
 - ✧ Know their work locations, and
 - ✧ Understand the SECC organization and floor plan.
- ☐ Determine if additional agency representation is required from:
 - ✧ Other agencies,
 - ✧ Volunteer organizations,
 - ✧ Private organizations,
 - ✧ Utilities not already represented.
- ☐ Ensure the issues and concerns are acted upon or managed by the Operation Section.
- ☐ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- ☐ With the approval of the SECC IC, provide agency representatives from the SECC to other Department Operating Center's (DOC's) and EOC's as required and requested.
- ☐ Maintain a roster of agency representatives located at the SECC. The roster should include assignment within the SECC. The roster should be distributed internally on a regular basis.
- ☐ Advise agencies of available resources, actions needed to get resources, and any limitations and capability of resources.
- ☐ Brief relief personnel and advise them of current conditions.
- ☐ Participate in planning meetings.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow generic Deactivation Phase Checklist
- ☐ Release agency representatives that are no longer required in the SECC when authorized by the SECC IC.

Agency Representative Checklist

Responsibilities

The agency representative is an individual assigned to the SECC from a federal, state, local, tribal or private agency, which has been delegated full authority to make decisions on all matters effecting the agency's participation at the SECC. In the operation of the SECC, agency representatives report to the Liaison Officer.

Activation Phase Actions

- ☐ Follow Common Responsibilities Checklist.

Operational Phase Actions

- ☐ Obtain a briefing from the SECC IC or Liaison Officer.
- ☐ Establish working location.
- ☐ Ensure current situation and resource status is provided by their agency.
- ☐ Determine specific resource requirements by agency.
- ☐ Attend planning meetings as required.
- ☐ Provide input on use of agency resources.
- ☐ Maintain SECC Time Record and ICS-214 Activity Log.

Deactivation Phase Actions

- ☐ Follow Common Responsibilities Deactivation Checklist.